

Advanced Notification Process: FAQs

Q: I am preparing an application for extramural funding where the use of the term 'center' or 'institute' is required, i.e. Center of Excellence, P30, etc. Do I have to complete the Advanced Notification Form?

A: Yes. Every application with the term 'center' or 'institute' in the resulting project's title will need to have a corresponding Advanced Notification Form submitted to the InfoReady platform at least 45 days before the grant submission deadline.

Q: What happens after the Advanced Notification Form is submitted?

A: You should continue to develop the proposal after submission of the notification. Confirmation of the submission of the notification will be provided within 5 business days and should be attached to the proposal submission to the Office of Sponsored Programs.

Q: What does it mean when the Advanced Notification Form asks me "Does this grant application fall within the purview of a currently BOT-approved center or institute"?

A: The term 'purview' indicates a relationship of collaboration and cooperation, not oversight. If your proposed center or institute can operate under the purview of an existing, BOT-approved center or institute, the Advanced Notification process is satisfied, and no further action is necessary once it is submitted.

Q: What if my project does not fall within the purview of an existing, approved C&I?

A: The Office of Research will work with you individually to ensure compliance with the process after the proposal information is submitting through InfoReady.

Q: Does this process apply to grant submissions that name an existing center or institute as a potential recipient of extramural funding?

A: No. If awarded, the grant should be reported in the annual progress report of the named center or institute.

Q: Does this process apply to center or institute pre-proposals, pre-approvals or Letters of Intent that would allow the institution to be eligible to submit a full grant to the funding agency?

A: No. If the PI receives an invitation to submit a full proposal based on a pre-proposal or an LOI, the Advanced Notification Form must be filed at that time.

Q: Do I need to submit an Advanced Notification Form when UAB is not the prime recipient of a center or institute grant, i.e. UAB is named as a subcontract recipient on a center or institute that is being awarded to another institution.

A: No. If UAB is not the prime recipient of the center or institute funding, an Advanced Notification form is not required.

Q: Is this review the same as being approved by the Board of Trustees to be a Center or Institute?

A: No. If the proposal is ultimately funded, the PI of the proposed center or institute should not indicate it is BoT approved. If the scope of the grant-funded center or institute expands to satisfy the requirements of the Board of Trustees' Rule 503, then full Board of Trustees approval is needed at that time.

Q: Does this only apply to federal grant proposals or are industry and non-profit funding proposals that establish Centers/Institutes required to seek approval as well (e.g., data coordinating centers)?

A: Funding from any entity that uses the center/institute designation or title is required to follow the Advanced Notification process.